



DEPARTMENT OF THE NAVY
NAVAL RESERVE READINESS COMMAND NORTHWEST
2000 WEST MARINE VIEW DR, BLDG 2102
EVERETT, WA 98207-2600

NAVRESREDCOMNWINST 11014.1F
N4
26 Apr 01

NAVRESREDCOM NORTHWEST INSTRUCTION 11014.1F

Subj: PROCEDURES FOR INITIATING, SUBMITTING, AND VALIDATING
MAINTENANCE/REPAIR AND CONSTRUCTION PROJECTS FOR SURFACE
RESERVE ACTIVITIES

Ref: (a) OPNAVINST 11000.16A
(b) COMNAVRESFORINST 11010.9B
(c) NAVFAC Military Handbook 1151 of 1 Jul 93
(d) OPNAVINST 11010.20F

Encl: (1) Sample Resources Request
(2) Sample Cost Estimate
(3) Sample Project Location Sketch

1. Purpose. To establish procedures for initiating, submitting, and validating maintenance and repair (M&R) and construction projects for Naval Reserve Activities (NRA) within Naval Reserve Readiness Command Region Northwest (REDCOM NW).

2. Cancellation. NAVRESREDCOMREG22INST 11014.1E

3. Background. References (a) through (c) establish policy and procedures for administration and management of the Naval Reserve Maintenance and Repair, Minor Construction, and Equipment Installation Programs. Reference (d) provides policy and instruction for the preparation, submission, review, approval, and reporting of special projects at all Naval Shore Activities. Annually, Commander, Naval Reserve Force (COMNAVRESFOR) allocates Operation and Maintenance, Navy Reserve (O&MNR) funds to each Readiness Commander for Maintenance of Real Property (MRP). These funds are limited and must be expended for the most critical projects that enhance the readiness of the Naval Reserve. Reference (a) establishes relationships and responsibilities regarding land and facilities, placing emphasis on management of land and facilities as a command responsibility.

4. Fund Obligation Limitations. As authorized by reference (b), management authority and corresponding maximum funding limitations for individual projects are:

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a. Commander, Naval Reserve Force

- (1) Maintenance and repair over \$25,000/project
- (2) Construction and alteration over \$15,000/project

b. Commander, Naval Reserve Readiness Command Northwest

- (1) Maintenance and repair up to \$25,000/project
- (2) Construction and alteration up to \$15,000/project

c. Naval Reserve Activity Commanding Officer. Maintenance and repair up to \$2,000/project.

5. Policy. The Commanding Officer of a Naval Reserve Activity is ultimately responsible for the physical condition of the facilities. Commanding Officers must advise the Director of Facilities, West (DIRFAC WEST) of their needs using enclosures (1) through (3). They are required to monitor the condition of their facilities through personal inspection and by using other available resources including DIRFAC West, Naval Facilities Engineering Command, Engineering Field Division. The Commanding Officer will initiate and follow-up on projects, provide liaison with Naval Facilities personnel to accomplish funded projects and report completed projects. The Commanding Officer's responsibility is to make deficiencies known with as much detail as possible using enclosures (1) through (3). Commanding Officers are encouraged to recommend solutions on all project resource requests. The project will be prioritized and acted upon by DIRFAC WEST as MRP funds and contracting procedures permit.

6. Action

a. Reserve Activity Commanding Officers shall:

(1) Initiate projects as required using procedures explained in reference (c). The procedure for reporting project completion is also included. Projects generated by an Annual Inspection Summary (AIS) shall be submitted with the AIS. Resource requests shall be submitted for all projects.

(2) Complete Quarterly Status Reports and return to Naval Reserve Readiness Command Northwest (REDCOM Northwest) within 10 days after receipt.

b. Director of Facilities, West (COMNAVSURFRESFOR (N2))
shall:

(1) Review and approve projects, and with the concurrence of the Readiness Commander, establish priorities for accomplishing projects.

(2) Annually, on 30 January, submit a listing of all special projects (over \$25,000) for each Reserve Activity to COMNAVRESFOR. The "Special Project Summary List" will be used to establish priorities for the subsequent fiscal year as required by reference (c).

(3) Quarterly, provide to the Readiness Commander and each Reserve Activity Commanding Officer a status report of MRP projects.



J. M. LANDON II
Deputy

Distribution: (NAVRESREDCOMNWINST 5216.1K)
List A (N4 and N42 only)
B

Copy to:
COMNAVRESFOR (N46)
COMNAVSURFRESFOR (N2)
DIRFAC, WEST
WESTDIVNAVFACENGCOM
NR EFD WEST/SW

Stocked:
NAVRESREDCOM Northwest (N01A)

RESOURCES REQUEST
CNAVRES 4790/20 (Rev. 6-78) S/N 0117-LF /-9100

SAMPLE

FROM (Activity) NAVMARCORESCEN, Anywhere, US	TO (NAVRESREDCOM-Region No.) NAVRESREDCOM NORTHWEST	DATE (current)
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REQUEST FOR

<input type="checkbox"/> Electronic Maint. Assistance	<input checked="" type="checkbox"/> Facilities	<input type="checkbox"/> Equipment	<input type="checkbox"/> Other (Specify)
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Project Title (Name, Description and Serial Number of Equipment)

Repairs to Reserve Center, Bldg 1

Requirement (Complete Description of Existing Conditions)

Exterior paint on walls and trim is peeling severely; exposed wood on several doors and windows has decayed; built-up roof beginning to leak at flashing; and exterior caulking has dried and fallen out of joints.

Justification (Impact if Deferred or not Approved) The longer this project is deferred, the exterior surfaces will continue to deteriorate and cause an unsightly public appearance. As the size and number of roof leaks increase, the damage to interior walls and ceilings will become more pronounced rendering the interior uninhabitable due to walls and ceiling buckling and eventually structural damage will result. The decaying wood around the doors and windows and the loss of caulking causes heat and air conditioning problems negating the energy conservation efforts. The deteriorating doors and windows present a security deficiency and the overall appearance of the building presents a negative image for the Naval Reserve.

Proposed Method of Accomplishment ☐ Other (Specify)

☐ Station Force ☒ Civilian Contractor

Encls. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Similar Req. Prev. Submitted? <input checked="" type="checkbox"/> No (Date:) <input type="checkbox"/> Yes	Annual Insp. Item? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Est. Cost \$24,528	Est. Basis ENG. EST.	Signature of Commanding Officer
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ACTION TAKEN BY NAVRESREDCOM

<input type="checkbox"/> Approved	<input type="checkbox"/> Deferred	Forwarded (W/Cy to Orig.)	To (Originator, if not forwarded to another command)
<input type="checkbox"/> Disapproved	<input type="checkbox"/> Returned for Amplifying Data		
Project No.	Programmed for Quarter Indicated <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> Unprogrammed	FY	

Remarks:

Signature (NAVRESREDCOM)	NAVRESREDCOM REGION/ADDRESS	Date
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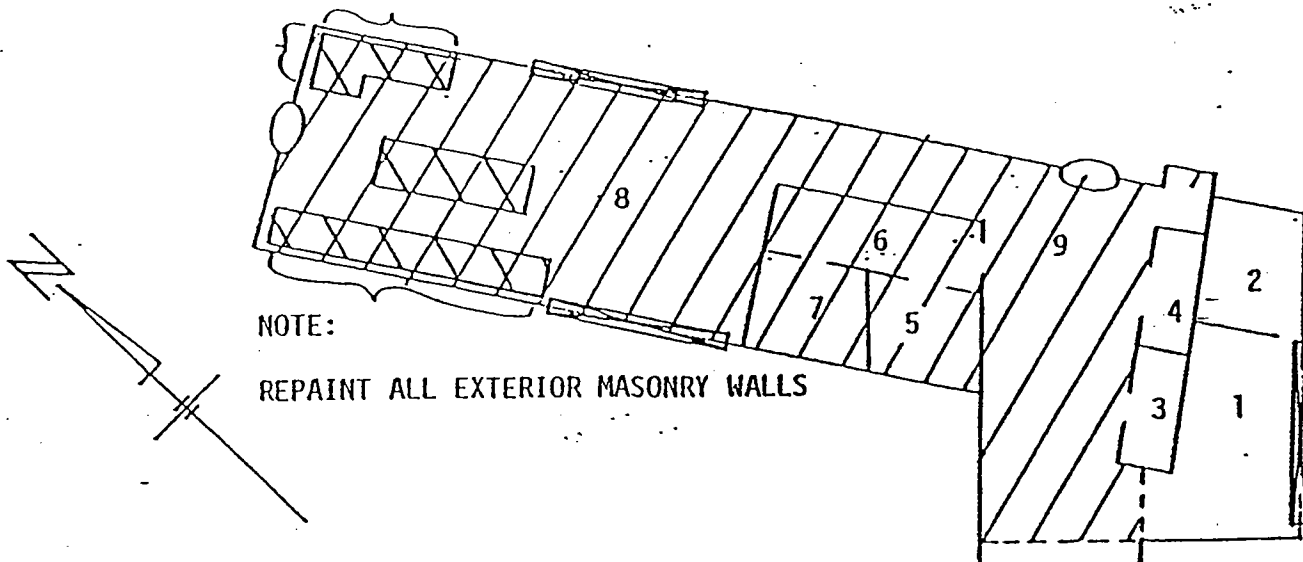
Enclosure (1)

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SAMPLE

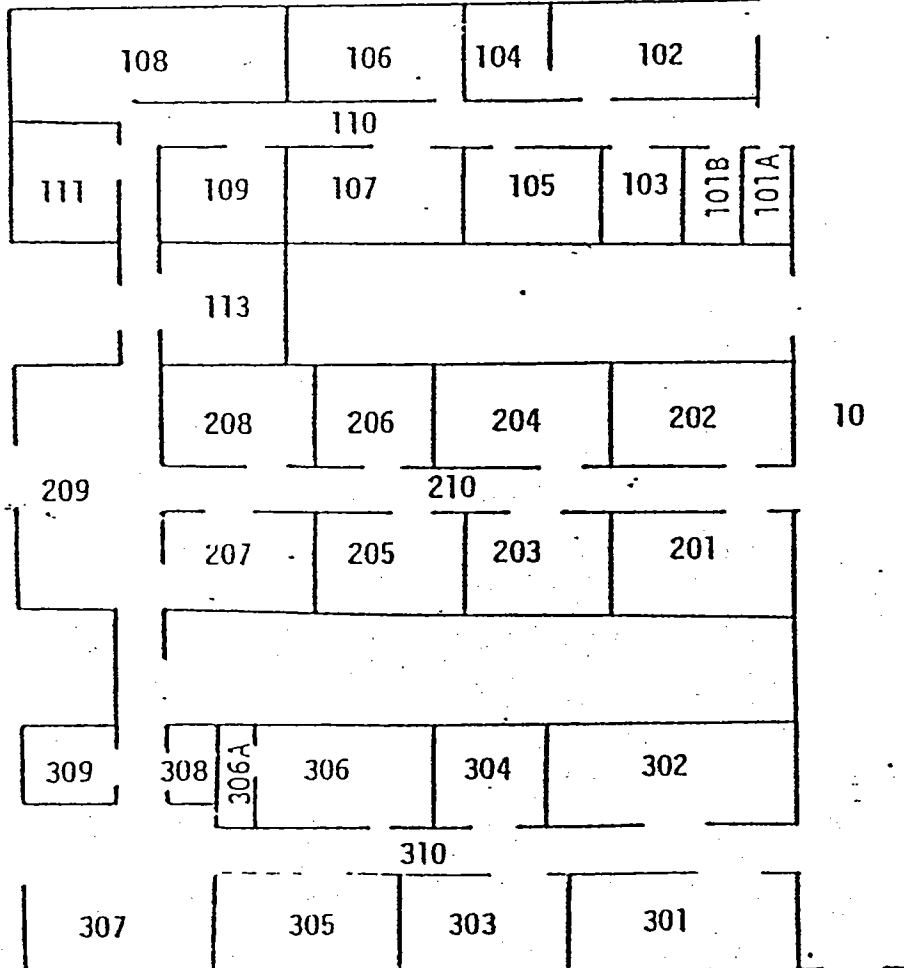


NAVJAG 1101377 (1-78) Supersedes NAVDOCKS 2417 and 2417A		COST ESTIMATE		DATE PREPARED (current)	SHEET 01 OF 01		
ACTIVITY AND LOCATION		CONSTRUCTION CONTRACT NO.		IDENTIFICATION NUMBER			
NAVMARCORESCEN, Anywhere, US		ESTIMATED BY CPO Sharky		(assigned by DIRFAC) CATEGORY CODE NUMBER As required			
PROJECT TITLE Repairs to Reserve Center, Bldg 1		STATUS OF DESIGN PED <input type="checkbox"/> 30% <input type="checkbox"/> 100% <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> Other (Specify) Prelim. Est.		JOB ORDER NUMBER			
ITEM DESCRIPTION	QUANTITY NUMBER	MATERIAL COST		LABOR COST		ENGINEERING ESTIMATE	
		UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
Prepare surface for paint	10,000 SF	.05	500	.12	1,200	.17	1,700
Prime and paint exterior wall surface	8,000 SF	.15	1,200	.60	4,800	.75	6,000
Prime and paint exterior doors & windows	2,000 SF	.15	300	.60	1,200	.75	1,500
Replace rotten window units	3 EA	50	150	100	300	150	450
Replace rotten door units	2 EA	75	150	125	250	200	400
Caulking and glazing	1,000 LF	.03	30	.15	150	.18	180
Replace flashing & cant. strips	80 LF	1.10	88	3.00	240	4.10	328
Repair water damaged ceiling	1,200 SF	1.25	1,500	4.00	4,800	5.25	6,300
Paint interior walls & ceiling	5,000 SF	.15	750	.60	3,000	.75	3,750
				SUB TOTAL			20,608
				Contingency 10%			2,060
							22,668
				A/E (Design) 6%			1,360
				Printing Costs (Flat Rate)			500
				TOTAL			24,528

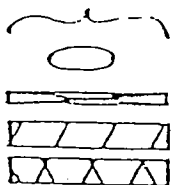


NOTE:

REPAINT ALL EXTERIOR MASONRY WALLS



LEGEND



REWORK FLASHING & CANT STRIPS
REPLACE ROTTEN DOOR UNITS
REPLACE ROTTEN WINDOWS
INTERIOR PAINTING
REPAIR WATER DAMAGED CEILINGS

NAVJARCORESCEN
ANYWHERE, U.S.

